STAFF TRAVEL FORM

301 - 990 Cedar Street Campbell River B.C. V9W 7Z8

ADVANCE [ ] CLAIM [X]

NAME: Joel Wheeldon DATE: 24-Feb-20

Address: [redacted]

Purpose of Travel: Victoria Boat Show

Dates of Travel: Feb 21- Feb 22, 2020

DATE	LOCATION AND DESCRIPTION OF FUNCTION	EXPENSE DETAIL (Hotel, Ferry, Airfare, Meals)	AMOUNT
21-Feb	Victoria Boat Show	Dinner	$35.00 ~~$25.00~~
22-Feb	Victoria Boat Show	Admission	$9.00
22-Feb	Victoria Boat Show	Breakfast	$20.00 ~~$15.00~~
22-Feb	Victoria Boat Show	Lunch	$25.00 ~~$20.00~~
		TOTAL	89.00 ~~$69.00~~

REFER TO STAFF TRAVEL POLICY FOR TRAVEL CLAIM EXPECTATIONS

1. Commercial Accommodation	Actual Cost @ Gov't rates
2. Non-Commercial Accommodation	$35/night
3. Per Diem and Meal Allowance	$75/day
Rate breakdown	
Breakfast - $15	
Lunch - $20	
Dinner - $25	
Incidentals - $15 (for trips in excess of 24 hours only)	
4. All other expenses	Actual Cost

CARRY FORWARD OF AUTOMOBILE DISTANCE EXPENSES (B)	$306.80 ✓
TOTAL EXPENSES (A + B)	~~$375.80~~
LESS ADVANCE ACCOUNT No. 01-3-000-649	$0.00
NET CLAIM	395.80 **~~$375.80~~**

"I hereby request reimbursement of these expenses and certify that they were incurred as a result of travel on Strathcona Regional District business and that I will not be reimbursed for them by any other party."

SIGNATURE OF PERSON MAKING CLAIM

Feb 24 2020
DATE

APPROVED FOR PAYMENT	01-2-640-320 ACCOUNT No.	VENDOR No.

SCANNED

Entered by Mavi

C:\Users\jwheeldon\Desktop\Victoria Feb21-22 Travel ClaimStaff front

2/24/2020

AUTOMOBILE DISTANCE EXPENSES

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DATE	FROM	TO	PURPOSE OF TRAVEL	Distance on Paved (A)	Distance on Unpaved (B)
21-Feb	Campbell River	Victoria	Victoria Boat Show	**260**	
22-Feb	Victoria	Campbell River	Victoria Boat Show	**260**	

TOTAL DISTANCE TRAVELED - KM	520	0
RATE PER KM	**$0.59**	**$0.71**
TOTAL DISTANCE EXPENSE	$306.80	$0.00
TOTAL EXPENSES ($ PAVED + $ UNPAVED)		
CARRY FORWARD TO FRONT (B)		**$306.80**